

3 JUN 1981

MEMORANDUM FOR: Deputy Director of Personnel for Special
Programs

FROM: Bruce T. Johnson
Chairman, Fine Arts Commission

SUBJECT: Bulletin Boards

REFERENCE: Your memo dtd 29 April 1981, same subject

Your request for Fine Arts Commission (FAC) assistance in refurbishing the employee bulletin boards in the Headquarters Building was discussed by the Fine Arts Commission at its May meeting. You will be disappointed to learn that there was no support for the allocation of FAC funds for this purpose. We did, however, request the Headquarters Architect to arrange to increase the overhead lighting to the extent possible using existing fixtures, and we were assured that the materials which will be used by LSD to refurbish the boards will restore them to a condition at least as attractive as when they were new. I suggest that you proceed with LSD's more economical approach.

/s/ Bruce T. Johnson

Bruce T. Johnson

cc: OL/LSD

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

ODP # 81-563

FROM:

DD/PPPM/SP
5E-56 Hdqrs.

EXTENSION

NO.

29 April 1981

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Mr. Bruce Johnson
Chairman, Fine Arts Committee
2D-00 Hdqrs.

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29 April 1981

MEMORANDUM FOR: Chairman, Fine Arts Committee

FROM:

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Deputy Director of Personnel Policy, Planning, and
Management for Special Programs

SUBJECT: Bulletin Boards

1. Attached is a copy of our request to the Logistics Services Division for improvements in the two Headquarters bulletin boards used by Agency employees for advertisements. We have been advised that special lighting would be very expensive and that an effort will be made to improve existing lighting.

2. In order to properly refurbish the two boards, LSD estimates that approximately \$210 in materials will be required. If funds cannot be made available from other sources, LSD will have to do the job with materials of lesser quality. The OPPPM does not have FY-81 funds available for renovation. It is, therefore, requested that the Fine Arts Committee consider the desirability of this project and whether funds could be provided. [redacted] our contact point in LSD.

Attachment:

As stated

cc: OL/LSD - [redacted]

BSD/PAB

Comm. Member - [redacted]

23 MAR 1981

STAT

MEMORANDUM FOR: [REDACTED]
Chief, Logistics Services Division
Office of Logistics

STAT

FROM : [REDACTED]
Deputy for Special Programs
Office of Personnel Policy, Planning, and Management

SUBJECT : Office of Personnel Policy, Planning, and Management
Bulletin Boards

1. In an attempt to better serve the employees of the Agency and to improve the appearance of several areas of Headquarters, it is requested that electric lamps of the type that are found over the Office of Public Affairs (OPA) bulletin boards be installed over the Office of Personnel Policy, Planning, and Management (OPPP&M) bulletin boards, and that the bulletin boards be refurbished. These bulletin boards are located next to the northwest and southwest banks of elevators on the first floor of the Headquarters Building.

2. The existing lighting in both of these areas is inadequate, making it difficult to read the three-by-five inch cards that employees with items to advertise are authorized to post on the bulletin boards. In fact, there is only one ceiling light with low-watt bulbs over the northwest bulletin board, and two ceiling lights over the southwest board. Electric lamps of the type that are used over the OPA bulletin board would greatly assist employees in reading the cards that have been posted on the OPPP&M bulletin boards.

3. In addition to the installation of the lamps, it is also requested that these two OPPP&M bulletin boards be refurbished. Over the years since they were last maintained, they have become dirty, drab, and full of thumb-tack holes. This refurbishment would also contribute to brightening these areas.

4. Your consideration of this request will be greatly appreciated.



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